

DEPARTMENT OF THE NAVY
NAVAL AIR STATION WHIDBEY ISLAND
OAK HARBOR, WASHINGTON 98278-5000

NASWHIDBEYINST 5560.1E
N46
12 Jul 2001

NASWHIDBEY INSTRUCTION 5560.1E

Subj: MARKING AND USE OF STATION AUTOMOTIVE PARKING AREAS

Encl: (1) Flight Line Parking Areas
(2) Memorandum of Understanding

1. Purpose. To provide for the orderly management of vehicular parking areas on the station. This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. NASWHIDBEYINST 5560.1D

3. Background. Automobile parking areas are only reserved for critical or special uses in order to maximize the number of spaces available to base residents and employees. The Public Works Officer (PWO) will allocate spaces to each building on a case-by-case basis. This number will be subject to annual review to accommodate base growth.

4. Procedure. The following system of marking parking areas will be employed:

a. The PWO will allocate new parking spaces or review existing allocations to each facility/activity on a case-by-case basis or as required. Allocation shall be based on building traffic, occupancy, work shifts, special requirements, location, or other factors as necessary. All spaces will be general open parking with the exception of reserved parking spaces addressed in paragraph 4d. The total number of parking spaces allocated to a specific facility/activity may be less than total personnel occupancy. Any alteration to existing parking lot layouts must be approved by Public Works, Security, and the Fire Department. Requests for allocation will be submitted, in writing, to the PWO a minimum of 60 days before desired implementation, allowing time for coordination with affected parties including labor union(s).

b. Handicap parking spaces. A minimum of one handicap space per handicapped employee plus one visitor handicap space will be provided. Handicapped parking will be designated by appropriate sign or symbol and is reserved for vehicles with

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special state-issued plates, decals or placards per Revised Code of Washington.

c. Parking Coordination. Each activity will designate a parking coordinator, in writing, to assign reserved spaces. In multiple occupancy buildings, these individuals will coordinate the assignment of reserved spaces, ensuring a mutual agreement is maintained. Should conflicts arise in the assignment of spaces, the PWO will act as an arbitrator to assist in working towards a resolution. In the event a dispute arises between the PWO and the requesting activity over parking space assignment, the Naval Air Station (NAS), Whidbey Island Executive Officer will be the final authority.

d. Reserved parking spaces. Reserved parking spaces will be marked by title as seen below. Additional reserved spaces may be marked with the word "RESERVED" and a number or building number. All spaces, excluding permanently reserved spaces, will be considered reserved only between 0700 and 1700. The only permanently reserved spaces are handicapped spaces, GOV spaces, CO, XO, CMC and Sailor of the Year/Quarter. Squadrons may use squadron symbols to mark their spaces.

(1) Commanding Officer, Naval Air Station - CO NAS.

(2) Executive Officer, Naval Air Station - XO NAS.

(3) Commander, Electronic Attack Wing, U.S. Pacific Fleet - CVWP.

(4) Chief Staff Officer, Electronic Attack Wing, U.S. Pacific Fleet - CSO CVWP.

(5) Commander, Patrol and Reconnaissance Wing TEN - COMPATRECONWING TEN.

(6) Chief Staff Officer, Patrol and Reconnaissance Wing TEN - CSO PATRECONWING TEN.

(7) Commanding Officer, Naval Hospital Oak Harbor - CO NHOH.

(8) Commanding Officer/Executive Officer - CO/XO.

(9) Officer in Charge, (detachment name) - OIC
(abbreviated detachment name)

(10) Command Master Chief (CMC)

(11) President of American Federation of Government Employees (AFGE) and Chief Steward of International Association of Machinists and Aerospace Workers (IAM) (at work site only).

(12) NAS Whidbey Island Department Heads (civilian or military).

(13) Employee or Sailor of the Quarter.

(14) Employee or Sailor of the Year.

(15) Officer/Chief Petty Officer spaces in the squadron parking lots.

e. Government Owned Vehicles. Reserved GOV parking spaces will be marked "GOV". No privately-owned vehicle shall be parked at any time in any space marked "GOV" except those leased as government vehicles (GSA, rental), or vehicles used by the Base Operating Support Contractor. Exceptions are as follows and will be used only as absolutely necessary:

(1) Command Duty Officer, Operations Duty Officer - CDO/ODO.

(2) Ambulance, Fire Truck, Crash Truck, Security Vehicle or Emergency Vehicle (as appropriate).

f. Marking reserved spaces. Squadrons and tenant commands may paint their assigned spaces after coordination with the Public Works Self Help Division. Self Help Division will provide traffic paint in the following colors for painting of parking spaces: black, white, yellow, blue and red. Other colors may be provided by the squadron or tenant command at their own expense. When parking spaces are reassigned, the new command will be responsible for repainting spaces not marked in accordance with this instruction. All spaces will be marked on the ground.

g. Visitor Parking. Visitor parking shall be situated in close proximity to entrances of facilities. Activities are required to police their own areas for misuse of visitor parking. These spaces will be marked as follows:

VISITOR PARKING
TWO HOUR LIMIT*

*Time can be variable.

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h. To ensure adequate open parking, reserved parking areas will be kept to a minimum. Activities are required to police their own areas and should encourage Ault Field personnel to use alternative methods of transportation (walking, bicycling, carpooling, etc.) vice POVs.

5. Signage. Signs relating to parking lots are discouraged and will be kept to a minimum. Where signs are deemed necessary by the PWO and the building representative, signs may be posted delineating additional information.

6. Flight Line Parking

a. Squadron parking areas. Parking lots in the immediate vicinity of hangars are designated as squadron parking areas. Enclosure (1) shows these lots on the north side of Charles Porter Avenue and Ranger. Squadron parking will be split equally among all commands assigned to that hangar. To allow for maximum flexibility, squadrons will be responsible for determining the extent of their own reserved parking spaces. Handicap parking is addressed in paragraph 4b.

b. Enclosure (2) outlines details of parking for building 385. Building 385 open parking is limited to visitors and occupants of building 385.

7. Bachelor Enlisted Quarters (BEQ). Parking lots will be limited to BEQ residents, visitors and staff only.

a. Personnel residing in BEQs shall be issued vehicle decals (motorcycles exempt) by the BEQ Manager, identifying them as residents of their respective BEQ and authorizing them to park in the designated barracks parking areas.

b. Vehicles with these decals are not permitted to park along the flight line or the industrial area north of Charles Porter Avenue and east of Langley Boulevard.

c. Barracks may reserve parking spaces for Resident Advisor (RA), Barracks Petty Officer (BPO), and Room of the Month (ROM).

d. Parking will not be permitted from 0700-1700, Monday through Friday, in non-BEQ parking lots that are adjacent to the BEQs.

e. Signs are maintained at the entrances to BEQ parking lots indicating they are reserved for BEQ residents, visitors and staff.

8. Time Restricted Parking Areas. The following parking areas are time restricted and for patrons only:

a. Navy Exchange, Ault Field (Building 2749) - 2 hours maximum.

b. Air Terminal (Building 2734) - 2 hours maximum.

c. Gymnasium (Building 117) - 2 hours maximum.

d. Admiral Nimitz Hall (Building 382) - 1 hour maximum.

9. Parking Rules and Regulations

a. Reserved POV Parking. No privately-owned vehicle shall be parked at any time in a reserved parking space between 0700 and 1700, unless the vehicle operator is, or has the permission of, the person for whom the space is reserved. The written permission must be displayed prominently on the dashboard of the vehicle to avoid citation.

b. Parking Tickets. Activities are required to police their own areas for misuse of parking space. All parking tickets will be forwarded to the Military Traffic Court Magistrate, Building 180, for processing and point assessment. Personnel assigned to, or employed by, the NAS have driving privileges on NAS property which are subject to suspension under this instruction. Personnel receiving a parking citation will have the option to appear before the Military Traffic Court Magistrate to contest the citation. If the member does not appear within the allotted time frame annotated on the citation, it will be assumed there is no contest (NASWHIDBEYINST 5500.11C pertains).

c. Parking/Clearance Requirements

(1) No vehicle shall be parked within five feet of any Dumpster unless vehicle is parked in a properly designated space.

(2) No vehicle shall be parked within 15 feet of any fire hydrant or fire hose outlet.

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(3) No parked vehicle shall block any fire lane or impede or obstruct the normal flow of vehicle or pedestrian traffic.

(4) No parked vehicle shall block any manhole outlined in red or any area where parking is temporarily or permanently prohibited as indicated by barricade or sign.

(5) Parking on the grass anywhere is prohibited unless authorized by the Commanding Officer.

d. Vehicles shall not be backed into such spaces if doing so would require such vehicle to exit against the flow of traffic.

e. No vehicle shall be parked or operated on any pier.

f. No deviations for parking policy will be permitted without the approval of the Commanding Officer, NAS Whidbey Island.

10. Labor Union Agreements. Any changes will be consistent with labor union agreements.

11. Work Requests. Work requests regarding parking areas may be submitted to the Public Works Department (NAS N467), via the Security Officer (NAS N2), on Work Request (Maintenance Management), NASW 11014/30.

12. Forms. NAS Whidbey forms required by this instruction are available on the NAS Administration Department Intranet web site. Contact Forms Control, NAS N12D, extension 7-2637 for information and assistance.

/s/

L. G. SALTER

Distribution:

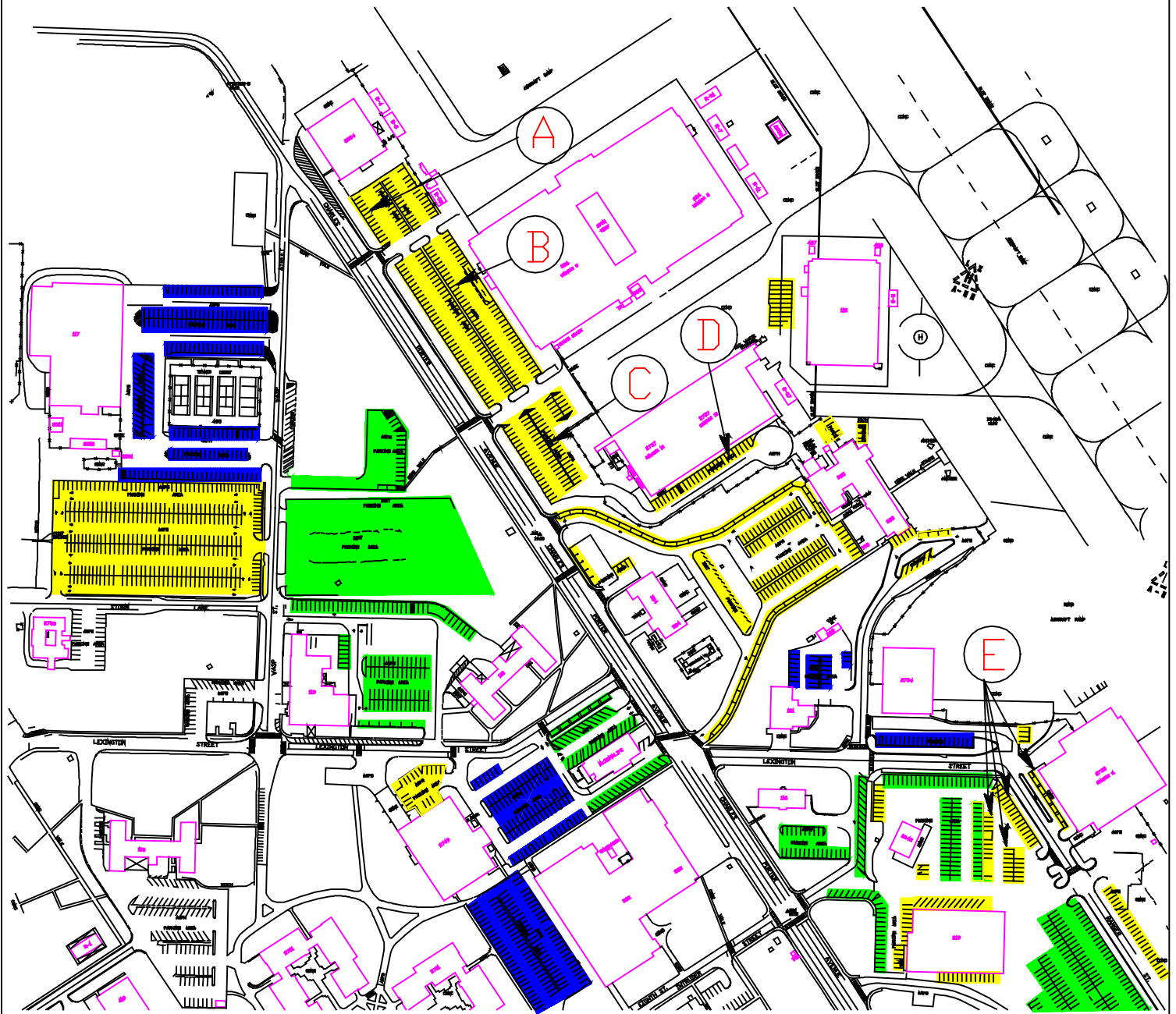
NASWHIDBEYINST 5215.22FF

Lists A (less 13), B through E,
F1 and G

SQUADRON PARKING AREAS

- OPEN PARKING
- RESERVED PARKING
- TIME LIMIT

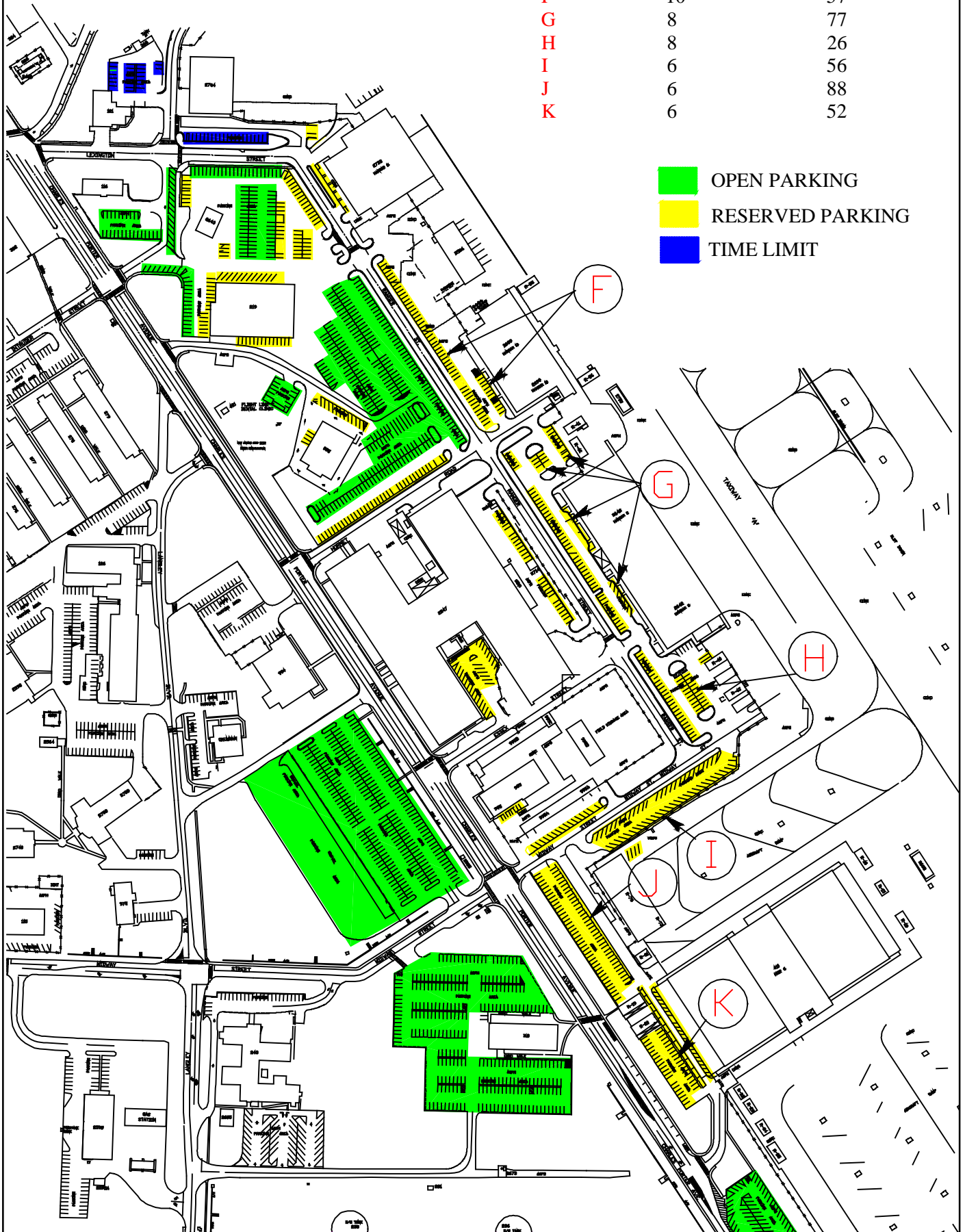
<u>AREA</u>	<u>HANGAR</u>	<u>NO. OF SPACES</u>
A	POD FAC	55
B	5	141
C	1, 12	72
D	1, 12	27
E	11	62



SQUADRON PARKING AREAS

AREA	HANGAR	NO. OF SPACES
F	10	57
G	8	77
H	8	26
I	6	56
J	6	88
K	6	52

- OPEN PARKING
- RESERVED PARKING
- TIME LIMIT



SQUADRON PARKING AREAS

- OPEN PARKING
- RESERVED PARKING
- TIME LIMIT

AREA	HANGAR	NO. OF SPACES
L	7	124
M	9	172



12000
Ser N301/1376
19 JUL 2000

MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMANDING OFFICER
NAVAL AIR STATION WHIDBEY ISLAND
AND
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
LOCAL 1513

Subj: MEMORANDUM OF UNDERSTANDING

1. Naval Air Station Whidbey Island and American Federation of Government Employees, Local 1513, agree to the following provisions concerning parking at Building 385:

a. For Building 385, parking shall be allocated as follows:

(1) 21 parking spaces (numbered 19-39) will be reserved for Naval Air Station Whidbey Island command-employed bargaining unit members who work in Building 385.

(2) No more than 60 parking spaces will be reserved for visitor(s), privately owned vehicles, government-owned vehicles, etc. These 60 spaces are in addition to the 21 reserved spaces for union employees.

(3) The remaining parking spaces shall be open parking.

b. Attached parking lot diagram depicts parking space assignments.

2. This memorandum of understanding shall remain in effect until incorporated into or renegotiated as part of the parties next collective bargaining agreement.

/s/

S. A. WRIGHT
PRESIDENT, AMERICAN FEDERATION
OF GOVERNMENT EMPLOYEES
LOCAL 1513

/s/

L. G. SALTER
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
NAVAL AIR STATION WHIDBEY ISLAND

